



DEPARTMENT OF THE ARMY
HEADQUARTERS, 34TH SUPPORT GROUP
UNIT #15333
APO AP 96205-0177

REPLY TO
ATTENTION OF:

EANC-SA-S

4 October 2001

Command Policy Letter 10-3
Ammunition and Explosives Safety Program
And
STANDING OPERATING PROCEDURES (SOP)
FOR YONGSAN GARRISON AND AREA II BASIC LOAD STORAGE & AMMUNITION
STORAGE FACILITIES

1. REFERENCES:

- a. AR 190-11, Physical Security of Arms, Ammunition, and Explosives.
 - b. 6th Ordnance Battalion External SOP.
 - c. DA Pam 385-64, Ammunition and Explosives Safety Standards.
 - d. EUSA Reg 700-3, Conventional Ammunition.
 - e. Memorandum EUSA Safety, dtd 20 Dec 94, Subject: Continuity Books for Ammunition Holding Areas (AHA).
2. **PURPOSE:** To provide policies and procedures for operation and security of basic load ammunition storage facilities in Area II.
3. **SCOPE:** This SOP is applicable to all authorized units storing Unit Basic Load (UBL) ammunition in Yonsan Garrison and Area II basic load ammunition storage facilities.
4. **POLICY:** The Commander, 34th Support Group is committed to provide a safe and healthful work environment by limiting personnel to ammunitions and explosives to an absolute minimum.
5. **RESPONSIBILITIES:** Protection of personnel and property against inherent hazards involving ammunition and explosives is a primary responsibility of all personnel concerned.

a. Director of Support Operations (DSO):

- (1) Responsible for the oversight of all operation of all ammunition storage facilities within Area II.

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(3) Providing engineering, maintenance, fire fighting and emergency response services for the Ammunition Holding Area (AHA) when necessary.

(4) Establishing a work plan to conduct a visual inspection and a ground test of lightning protection systems as set forth in paragraph 5d below.

(5) Responsible for assigning space based on unit basic load quantities and contingency requirements.

c. Installation Safety Manager (ISM):

(1) Establishing and administering an ammunition and explosives safety program.

(2) Exercising supervision over all units to ensure that ammunition and explosives safety procedures are implemented and maintained adequately.

(3) Reviewing ammunition and explosives safety site plans and facility designs for new or modified explosives sites or facilities within the safety areas of explosives operations.

(4) Reviewing and processing explosives safety waivers, exemptions for facilities and equipment, and providing the commanders with the necessary essential risk data.

(5) Reviewing and certifying storage licenses (EA Forms 296-R) annually to ensure compliance with Quantity-Distance (Q-D) requirements set forth in Department of Army Pamphlet 385-64 for the separation of explosive and nonexplosive facilities.

(6) Conducting an annual survey of each licensed facility to ensure munitions are stored in compliance with the appropriate license and to recertify the license. The survey will include, as a minimum, determination that the Net Explosives Weight (NEW) does not exceed that authorized by the license, compatibility of stored munitions, and condition of storage facility. The inspection checklist attached at enclosure-1 will be used.

(7) Ensuring that license reflects maximum permissible NEW rather than number/type munitions.

d. Unit Commanders:

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(12) Responsible for providing their own material handling equipment to support the upload of ammunition.

(13) Responsible to provide SOP for the issue and upload of munitions from their respective UBL storage facilities.

5. STORAGE AND HANDLING OF BASIC LOAD AMMUNITION:

a. Ammunition for miscellaneous activities and training ammunition may be stored in the basic load storage facilities. For a period not to exceed 30 days. These items must also be reported on monthly UBL report. Storage of these stocks must be separated and clearly identified as to their intended purpose. A DA Form 3020-P Magazine Data Card will be maintained on each lot in storage.

b. When more than one unit is using the same storage area stocks will be segregated and identified by unit. Magazine Data Cards (DA Form 3020-R) will be affixed to the containers. Containers will be properly marked/labeled. In addition to standard information on DA Form 3020-R, the unit designation will be printed on the DA Form 3020-R. A memorandum of agreement will be established between the tenants and the AHA or cell manager.

c. Ammunition will be stacked and segregated by lot number. Ammunition will be stacked so that free circulation of air beneath and throughout the stack is possible. When more than one lot is stored in a stack, all items or container of a lot will be stored together and the line of segregation between lots will be clearly indicated with a DA Form 3020-R affixed to the stack. Lots of ammunition will never be mixed randomly.

d. Partly filled (light) boxes will be securely fastened and marked. The light box will be kept on the top of the stack. The light box will be completely painted orange and marked in black paint with the DODIC, nomenclature, ammunition lot number, and quantity of ammunition in the box. There will be no more than one light box for each lot.

e. Storage in direct sunlight must be avoided.

f. Boxes must be stored in straight stacks and the nomenclature and lot numbers visible.

g. Ammunition and explosives will be kept dry. Stacks will be covered when evidence of water leakage is present.

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(6) Do not open, repair, pack, or repack containers in or within 100 feet of AHA, except as specifically authorized by a Quality Assurance Specialist Ammunition Surveillance (QASAS).

(7) Do not keep empty containers, tools, or other materials in the AHA or other storage facility containing ammunition or explosives except as specifically authorized.

(8) Cleanliness must be maintained.

(9) Use only electric lights approved for use in the AHA.

(10) Do not bring matches or spark producing devices into or within 50 feet of the AHA. Smoking is authorized only in designated areas and prohibited within 50 feet of an AHA.

(11) Do not allow unauthorized persons in or near the AHA. An access roster will be maintained and strictly enforced.

(12) Keep the storage facility with ventilators well screened, and no openings around doors or foundations.

(13) Keep doors locked when the AHA is unattended. Close doors when a vehicle is approaching platform unless the vehicle is equipped with spark arresters/inhibitors.

(14) Keep the 50 feet cleared space around the AHA free from combustible materials.

b. Transportation: Unit commanders will:

(1) Ensure that all personnel involved in the transportation or storage of ammunition and explosives, including those who drive the truck, certify the shipment, load the truck, pack, mark or label the ammunition in the boxes, or any other duty that could affect the transportation of ammunition and explosives have been trained on the proper use and safe handling of ammunition and explosives.

(2) Ensure that vehicles used to transport ammunition and explosives meet Department of Defense (DOD) and Department of Transportation (DOT) requirements for movement over public roads.

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(4) Two serviceable fire extinguishers with a rating of at least 10 BC are required when ammunition/explosives are stored, handled or transported. Their location will provide for immediate access and use.

(5) All flashlight or storage battery lamps used in buildings containing ammunition, explosives, or flammable vapors will be types approved as permissible by the United States Bureau of Mines or by a similarly recognized testing laboratory.

(6) Electrical lines serving an AHA will be installed underground from a point not less than 50 feet.

(7) Vegetation in the form of grass, undergrowth, weeds, and the like, which is or may become a fire hazard, will be controlled by weed killer, mowing, plowing, cutting, or by livestock grazing under supervised conditions.

(8) In no case, reserve supplies of dunnage and other combustible or flammable materials will be stored within 50 feet of the magazine, or other ammunition and explosives storage areas.

(9) Gasoline or other highly flammable liquids will not be used for cleaning purposes. Dry-cleaning solvent (Stoddard Solvent) should be used where solvents are required for cleaning.

(10) Ammunition boxes, containers, dunnage, and lumber must be stacked in an orderly manner when in the vicinity of explosives renovation, handling or storage operations.

(11) Water barrels, pails, sand boxes and shovels provide a recognized means of combating incipient fires in an AHA where the combustible material consists principally of grass, wood, dunnage, ammunition boxes, etc. Two chemical type fire extinguishers rated at least 10 BC may also be used.

d. Lightning Protection System Inspection and Testing:

(1) A visual inspection of the lightning protection system will be conducted every six months to check for evidence of corrosion or broken wires or connections. All necessary repairs will be made immediately.

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**AMMUNITION HOLDING AREA (AHA)
CONTINUITY BOOK**

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